# Terminal Aastra 6751i Quick Reference Guide

This document describes the basic functions of terminal Aastra 6751i.
For further information about the terminal, refer to the installation and user guides. These guides are available on the following website:

**www.aastra.com**

You can use other functions through a web interface that is accessible to users. Contact your system administrator.

**Notes**: the standard access codes for the various functions may be personalised by the administrator. In that case, the administrator will indicate to you the specific access codes to enter in the reserved spaces ( ).

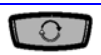
## Description of keys

**Description of keys**

| | |
|---|---|
| **Navigator** | The navigator consists of 4 directional keys. |
| Representation of the keys in the document: | |
| ▼ and ▲ | Display columns or records. |
| ◀ and ▶ | Display more information in the record or select an option. |
| According to the cases, these symbols are displayed on screen to indicate wich key must be pressed to activate the option. | |
| **Keys at the left of the keypad:** | |
| | End a call.<br>Exit a list without saving modifications. |
| | Go to the configuration options menu of the telephone. |
| | Put an on-going call on hold. To resume the call, press the line key with a blinking indicator light. |
| | Redial the last number dialled.<br>Display the list of last numbers dialled.<br>Call these numbers on free handset. |
| | Adjust the listening volume of the:<br>- Handset<br>- Ringer<br>- Hands-free mode. |

## Description of keys

**Description of keys**

| **Keys at the right of the keypad:** | |
|---|---|
| | Save numbers and or names to the directory. |
| | Delete entries from the directory and call list. |
|  | During a call, take a second ingoing call and switch from one to the other. |
| | Activate hands-free mode. |
| | Cut the microphone so the correspondent no longer hears the conversation (the associated indicator light blinks). |

## Display screen

**Display screen**

*The screen contains three information lines which vary according to context.*
*The navigator keys are used to browse the display.*

| Terminal | Display |
|---|---|
| On standby | The screen displays:<br>- The terminal ID<br>- Information messages<br>- The date and time |
| During a call | The screen displays:<br>- The correspondent's name and/or number<br>- An icon showing the call status<br>- The time since the start of the call. |
| In the menus | In the options menus, in the directory, logs, the screen guides the user in his or her choices and settings. |

## Message indicator light

The message indicator lamp, located on the top right of the screen, flashes in the following cases:
- When a call arrives
- When a call arrived during absence
- When a correspondent is put on hold
- When a message is left in the voice mailbox.

## Writing a text with the keys

**Alphanumeric keypad**

*For dialling numbers and writing texts*

Key/character correspondence

| Key | Character |
|---|---|
| 1 | |
| 2 | ABC |
| 3 | DEF |
| 4 | GHI |
| 5 | JKL |
| 6 | MNO |
| 7 | PQRS |
| 8 | TUV |
| 9 | WXYZ |

Example: using the key 2 to write a text

| Key | Press the key | Result |
|---|---|---|
| 2 | once | A |
| 2 | 2 times | B |
| 2 | 3 times | C |
| 2 | 4 times | 2 |

To insert a second letter on the same key, wait for the cursor to move.

To erase a caracter at the left of the cursor, press .

To move the cursor press ◀ or ▶.

## Customising the phone

**Description of keys**

| | |
|---|---|
| <br>- Open the Services menu.<br>- Exit without validation. | In the Services menu, select:<br>-> **4 - Options** and validate by **Enter**<br>-> **1 - Preferences** and validate by **Enter** |
| ▲ or ▼ | Browse the menu options or enter the option number to access the option directly. |

**1 - Preferences** : set customization

| **Option n°** | |
|---|---|
| **1 - Tones** | Set ring tone |
| **2 - Contrast Level** | Adjust screen contrast |
| **3 - Speed Dial Edit** | Define speed dial key |
| **4 - Live Dialpad** | Interactive keypad: for activating line seizure in hands-free mode during dialling |
| **5 - Time and date** | Set Date and time (choose format) |
| **6 - Language** | Choose the language |

**Other options of menu 4 - Options**

| | |
|---|---|
| **2 - Phone Status** | Technical information (IP/MAC address, firmware version...) |
| **3 - User Password** | To change user password |
| **4 - Admin. menu** | Administrator menu (for administrator only) |
| **5 - Restart phone** | Restart the phone |
| **6 - Phone lock** | Lock the phone (unlock with user password) |
| ◀ | Exit a menu |
| ▶ | Select an option, a setting. Backup is immediate |

## Do not Disturb

**D N D**

*During a call, the loudspeaker lets you change from handset mode (discreet mode) to hands-free mode.*

| | |
|---|---|
| Activating | Press + select DND<br>Activate or deactivate then validate.<br>When DND feature is active, a message on display alerts the user. |

## Using the phone

**Loudspeaker**

*During a call, the loudspeaker lets you change from handset mode (discreet mode) to hands-free mode.*

| | |
|---|---|
| Activating | Press <br>The handset is deactivated and can be replaced.<br>*The key indicator light goes on.* |
| Deactivating | Pick up the handset. The conversation is again held via the handset.<br>*The indicator light then goes off.* |

## Using the phone

**Making calls**

***Calling***

To make a call in discreet mode (without loudspeaker), just lift the handset before or after dialling the number.

| | |
|---|---|
| Internal party | **Number** |
| External set | **0** (or ) + **Number** |
| Attendant console | **9** or |
| Redialling the last number dialled | + |
| Calling from the list of last numbers dialled | + ▼ to select the number + (or off-hook). |
| Calling from the list of incoming calls | **+ 2 – Callers list** + ▼ to select the number + (or off-hook). |
| Calling from the directory | + **3 - Directory** + ▼ to select the number + (or off-hook). |
| Calling from a Speed Dial key **if Live Dialpad is NO** | Press and retain the numeric key on which the number has been stored. |
| Ending the call. | Press or replace the handset. |

## Functions

**Simultaneous calls**

| | |
|---|---|
| *Hold* | |
| Putting a caller on hold | *Then to resume the call put on hold, press again these key.* |
| *Transfer* | |
| *Immediate transfer* | Press ▲ (***Transfer)*** + number and hang up without waiting for an answer. |
| Transfer after an answer | Press ▲ (***Transfer)*** + number and hang up after an answer. |
| Cancelling a transfer | |

## Speed dial key

**Speed dial key**

| | |
|---|---|
| *Storage of a number on a numeric key. In order to use the numeric key, the option Speed Dial Edit must be deactivated.* | |
| Store a number on a key. | In the menu : + **4 - Options** + **1 - Preferences** + **3 - Speed Dial Edit +** key **1 to 9** + number + ▶ **Store**.<br>With the keypad :<br>Press a long time (3 seconds) on a **not already programmed key** + number + ▶ Store. |
| Call - **if Speed Dial Edit is NO.** | Long press on the key corresponding to the number to be called |
| Modify or suppress the programming. | + **4 - Options** + **1 - Preferences** + **3 - Speed Dial Edit** then press succesively on ◀ for correct or erase the number + ▶ **Store**. |

**Voice mail**

| | |
|---|---|
| Set idle, the message indicator lamp blinks to indicate that there is a message in the voice mail box. | |
| Accessing the voice mail box | ✕ **5 3** or [ ]<br>or dial [ ] voice mail number |
| Then to access the voice mail box, follow the voice prompt on the voice mail. | |

## Functions

**Call forwarding**

| | | |
|---|---|---|
| To an internal set | immediate | ✕ **2 1** + Number or [ ] |
| | on no answer | ✕ **2 2** + Number or [ ] |
| | on busy | ✕ **2 3** + Number or [ ] |
| To voice mail box | immediate | ✕ **2 5** or [ ] |
| | on no answer | ✕ **2 6** or [ ] |
| | on busy | ✕ **2 7** or [ ] |
| Cancelling all forwarding operations | | # **2 0** or [ ] |

## Private directory

**Directory access**

| | |
|---|---|
| - Access the directory (200 names) | + **3 - Directory +** ▶ **Enter**.<br>*The screen displays the number of records available in the directory.* |
| - Exit the directory | ou |
| ***As soon as the screen shows the number of records...*** | |
| Adding a number in the directory | + Number + + Name + (twice).<br>*The default line number is 1: can be modified.*<br>*To erase a character at the left of the cursor, press* |
| ***In the directory...*** | |
| Display the list | ▼ or ▲ (press successively) |
| Search for a record | 1st letter of the name + ▼ or ▲ (see the section Writing a text with the keys) |
| Calling the selected correspondent | or lift the handset |
| ***Consulting a record...*** | |
| Deleting a record from the directory | **3 - Directory** + ▼ (then successively) + (twice). |

## Lists

**Received calls**

| | |
|---|---|
| **List of callers** (received calls) | |
| *List of the last 200 calls received* | |
| Accessing the list | + **2 – Callers list +** ▶ **Enter** |
| Searching for a number | ▼ or ▲ |
| Calling a selected number | or lift the handset |

**Outgoing calls**

| | |
|---|---|
| **List of outgoing calls** | |
| *List of the last 100 (internal or external) numbers dialled* | |
| Set idle | Press |
| Searching for a number | ▼ or ▲ |
| Calling a selected number | or lift the handset |

**Lists**

| | |
|---|---|
| **Information given by the log:** | |
| The list of Callers and Outgoing calls give others informations:<br>- call number on the list<br>- Number and name of the caller<br>- Date and hour of the call<br>- line number | |
| | Unanswered calls |
| | Answered calls |

**All lists**

| | |
|---|---|
| **Deleting all the content of the directory or lists** | |
| Choose:<br>**-> 3 - Directory**<br>*or* -> **4 – Callers list**<br>*or* -> | |
| Erasing the entire content | Press (twice) |

### CE marking

The **EC marking** certifies the product's conformity with the applicable technical rules, in accordance with directives R&TTE 1999/5/EC - 73/23/EEC (directive on low-tension equipment), 93/68/EEC, 89/336/EEC (directive on electro-magnetic compatibility) and 92/31/EEC.

### Tips and safety

**Warning:** Do not install the equipment in a damp room or near a water outlet. This device must be used at a temperature between 5°C and 45°C.

**Connection to the local Area Network:** This equipment cannot be connected to the public network. This telephone set is designed to be used with a private NeXspan communication system .
The voltages present on this network are classed TRT1 (Telephone Network Voltage) according to standard EN 60-950.

**Terminal Aastra 6751i:**

**Electrical connection:** Telephone power supplied by 230 V AC single-phase system except for installations implementing IT patterns as defined in standard EN 60-950.
The system voltage is classed as excessive according to the criteria of the same standard. As a precaution, in the event of danger, the mains power supply unit acts as a 230 V supply isolating device. This should be installed near the equipment and should be easily accessible.

**Connection to a PC:** The voltages present on this network are classed TRT1 (Telephone Network Voltage) according to standard EN 60-950.

### Conformity

The company AASTRA France (located at 1, rue Arnold Schoenberg - 78286 Guyancourt Cedex - France) declares that SIP terminal Aastra 6751i is compliant with the requirements of European directives.
The declaration of conformity is available on:
**www.aastra.com**

This product's elimination is subjected to national regulations on elimination of both electric and electronic equipments'wastes.

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